Parole Board of Canada
Commission des libérations conditionnelles du Canada

Parole Board of Canada

Record Suspension Guide

Step-by-Step Instructions and Application Forms

January 2018

NEED ASSISTANCE?

Contact the Parole Board of Canada at:

1-800-874-2652 (toll free)
suspension@pbc-clcc.gc.ca
Canada.ca/record-suspensions

Canada

Did You Know?

You Can Apply Directly to the
Parole Board of Canada
for a Record Suspension

All you need to do is follow the step-by-step instructions in this Guide
and pay the Application Processing Fee of $631.00 (CDN).
(by credit card, or certified cheque, bank draft or money order,
payable to the Receiver General for Canada).

You do not need a lawyer or representative to apply for a Record Suspension.
This will not speed up the processing of your application or guarantee that you receive a record suspension.
The Parole Board of Canada treats all applications the same.

IMPORTANT:

You must answer all questions truthfully and completely.
Concealing information or making false or
deceptive statements will result in your application being
denied or your record suspension being revoked
or ceasing to have effect at a later date.

ORIGINAL DOCUMENTS ONLY.
PHOTOCOPIES NOT ACCEPTED*

(*only photocopies of immigration and identification documents will be accepted)

Applications must include only original documents with original signatures and original office seals or stamps from the courts and police, or your application will be returned to you. Forms that have been tampered with will also be returned.

IMPORTANT! Before using this Guide...

This Guide includes instructions and all the forms you need to apply for a record suspension. Before you mail your application, photocopy all of your forms and official documents to keep for future reference. Your application must include only original documents with original signatures and original office seals or stamps, or it will be returned to you. Please note that you are responsible for any additional fees required as part of your application, such as fingerprints, criminal record, court documents and police checks.

Before you start, read the following questions and answers to make sure you qualify, or need to apply, for a record suspension, and to find out what it will and will not do for you.

WHO is responsible for record suspensions?	The Parole Board of Canada (PBC) is the **official and only federal agency** responsible for making record suspension decisions under the *Criminal Records Act* (CRA). Under the CRA, the PBC can order, refuse to order, and revoke a record suspension.
ARE any offences ineligible?	Yes. You are not eligible for a record suspension if you have been convicted of: › a *Schedule 1* Offence (sexual offence involving a child) under the *Criminal Records Act*; › more than three (3) offences prosecuted by indictment, each with a prison sentence of two years or more.
WHO can apply?	You can apply for a Record Suspension if you: › were convicted as an adult of an offence in Canada under a federal act or regulation of Canada; › were convicted of a crime in another country and were transferred to Canada under the *Transfer of Offenders Act* or *International Transfer of Offenders Act*.
WHEN can you apply?	Before you apply for a record suspension, you must have **completed all of your sentences**, which includes: › all fines, surcharges, costs, restitution and compensation orders; › all sentences of imprisonment, conditional sentences, including parole and statutory release; › any probation order(s). * *Note: If you have a prohibition order, it does not need to have expired before the waiting period begins.* After completing all of your sentences, you must have completed a **waiting period**: › 5 years for a summary offence (or a service offence under the *National Defence Act*). › 10 years for an indictable offence (or a service offence under the *National Defence Act* for which you were fined more than $5,000, detained or imprisoned for more than 6 months).
DO I need a lawyer or a representative to apply?	No. This application guide includes step-by-step instructions on how to apply for a record suspension and all the forms that you need. You can also call 1-800-874-2652 (toll free) or email suspension@pbc-clcc.gc.ca for assistance. Just follow the steps and mail your application form, $631.00 (CDN) application fee, and official documents. An application from a lawyer or a representative does not receive preferential treatment.

Continued on page 2

Before you get started – Continued from page 1

WHAT is the effect of a record suspension?	A record suspension keeps a judicial record of a conviction separate and apart from other criminal records, and gives law abiding citizens an opportunity to reintegrate into society. It removes all information about the conviction from the Canadian Police Information Centre (CPIC) database. Federal agencies cannot give out information about the conviction without approval from the Minister of Public Safety Canada. A record suspension removes disqualifications caused by a criminal conviction, such as the ability to contract with the federal government, or eligibility for Canadian citizenship. If you are convicted of a new offence, the information may lead to a reactivation of the file in CPIC.
WILL a record suspension erase my conviction?	No. A record suspension does not erase the fact that you were convicted of a crime. Your criminal record is not erased, but it is kept separate and apart from other criminal records.
WILL a record suspension erase my prohibition order?	No. A record suspension has no effect on a prohibition order.
DO I need a record suspension if I am a young offender?	You may need to apply for a record suspension if you were found guilty as a young person and before the specific period of time defined in youth legislation, you were convicted as an adult. The record suspension may cover both the youth and adult records. You do not need to apply if you were found guilty only in a youth court or youth justice court, since your record will be destroyed or archived once all applicable time periods have elapsed under the *Young Offenders Act* or the *Youth Criminal Justice Act*.
DO I need a record suspension if I received an absolute or conditional discharge?	If you have only received absolute or conditional discharges, you do not need to apply for a record suspension. If you received an absolute discharge on or after July 24, 1992, the RCMP will automatically remove it from its system one year after the court decision. If you received a conditional discharge on or after July 24, 1992, the RCMP will automatically remove it 3 years after the court decision. If you received an absolute or conditional discharge before July 24, 1992, contact the RCMP to have the information removed (RCMP Pardon & Purge Services, P.O. Box 8885, Ottawa, ON K1G 3M8).
WILL a record suspension guarantee me entry into a foreign country?	No. A record suspension does not guarantee you entry or visa privileges to another country. Before you go, contact the authorities of any country you wish to visit to find out what you need to do to enter that country. U.S. and other non-Canadian citizens are not eligible for a record suspension unless they were convicted of a crime in Canada.
DO I need a record suspension to apply for a passport?	No. Passport Canada reviews each application on its own merit. You should contact Passport Canada directly to find out more about the specific requirements for getting a passport.

The 10 steps to apply for a Record Suspension

If you are **eligible**, have completed **all of your sentences**, and it is **past the waiting period** (see page 1), you can now apply for a Record Suspension. Here are the 10 steps to follow and the pages where you can find instructions on how to do each step:

STEP 1	Get your Convictions, Conditional and Absolute Discharges form (**Criminal Record**) from the RCMP in Ottawa and, if required, your **Proof of Conviction** documents.	**See page 4**
STEP 2	Get your **Court Information** using the form at the back of this Guide.	**See page 5**
STEP 3	Get your **Military Conduct Sheet** *(current and former members of the Canadian Forces only).*	**See page 6**
STEP 4	Get your **Local Police Records Check(s)** using the form at the back of this Guide.	**See page 7**
STEP 5	Get your **Proof of Citizenship** or **Immigration Documents** *(if born outside of Canada).*	**See page 8**
STEP 6	Get a **Photocopy of your Document to Support your Identification**.	**See page 8**
STEP 7	Fill in the **Schedule 1 Exception Form** (if applicable, complete all sections)	**See page 9**
STEP 8	Fill in the **Record Suspension Application Form** *(answer all questions).*	**See page 10**
STEP 9	Fill in the **Measurable Benefit/Sustained Rehabilitation Form** *(complete all sections).*	**See page 11**
STEP 10	Complete the **Checklist** and mail your **application and documents** with the **$631.00 (CDN) processing fee.**	**See page 11**

STEP 1

Get your Criminal Record

You must submit your fingerprints electronically, which ensures more accurate Criminal Record checks and dramatically reduces the amount of time required to complete the check.

Visit an accredited company or a police service with an electronic submission device to have your fingerprints taken. Your fingerprints must be submitted electronically, using either LiveScan or CardScan technologies.

For inquiries visit www.rcmp-grc.gc.ca/en/who-can-conduct-criminal-record-check or call (613) 998-6362.

Wait to receive your Criminal Record (Criminal Convictions, Conditional and Absolute Discharges form) or a **Certification of No Criminal Record** from the RCMP. The Parole Board of Canada will accept either one.

If you have **convictions outside of Canada**, you MUST also **submit information** to the PBC **on these convictions**, along with your Criminal Record.

Once you've received your Criminal Record, check it carefully to make sure all of your convictions are on it. You are responsible to ensure that all of your convictions are submitted to the PBC.

If YES
go to **STEP 2** on the next page

If NO

If NO, you must get a **Proof of Conviction** for each conviction missing from your Criminal Record, or for "no record". Contact the court that heard your case and/or the Police Service that arrested you to get this.

The Proof of Conviction **must** include:

- **Date:** the date and court where you were sentenced
- **Offence:** the offence that resulted in your conviction
- **Sentence:** the sentence you received
- Arresting Police Force

If the Court and/or Police Service do not have a record of your conviction(s), request this in writing, and contact the Parole Board of Canada **Toll-free Info line at 1-800-874-2652** for assistance.

STEP 2

Get your Court Information

You must get **Court Information** for **each** of your **convictions**. **This MUST** include proof of payment for any fines, victim surcharges, restitution, and compensation* (including date of final payment). **This MUST** also include the method of trial for each conviction (either summary or indictable). The method of trial will decide your eligibility for a record suspension (5- or 10-year waiting period) and how your request will be processed. **If this information is not provided, the longest waiting period (10 years) will be applied to your file.**

Fill in questions 1 to 6 on the **Court Information Form** at the back of this Guide.
Make copies of the form first in case you need to give it to more than one Court.

Contact the Court that heard your case.
If you were sentenced in more than one Court, you must contact each Court and have them fill in this form. Give each Court a photocopy of your Criminal Record and ask each Court to fill in the section on the Court Information Form called **"For Court Use Only"**.

IMPORTANT! Make sure that each Court:

- **Fills in all information** in the "For Court Use Only" section of the form
- Includes **all of your convictions**
- **Signs and dates** the form
- **Puts their official Court seal or stamp** on the form
- **Gives you 2 copies of all your Court documents** so you have an extra copy for yourself, in case you need these in the future (example: to enter a foreign country). It's easier to get a copy now as the record may not be available if a record suspension is ordered.

Compare the information from the Court on the Court Information Form with your Criminal Record and check for the following:

- If there is a discrepancy with the information on the Court Form and Criminal Record, or if the Court has a Record of Conviction that does not appear on your Criminal Record, you must ask the Court for a **Proof of Conviction.** See **STEP 1: Proof of Conviction.**

* If you were ordered to pay restitution to an individual or entity, courts may not be able to confirm payment (if this is the case, call the PBC at 1-800-874-2652).

STEP 3

Get your Military Conduct Sheet

(current and former members of the Canadian Forces only)

→ **IF YOU** ARE NOT a current or past member of the Canadian Forces, **Go to STEP 4** on the next page.

→ **IF YOU** ARE a current or past member of the Canadian Forces (Regular or Reserve) you must get a certified, signed and dated copy of your **Military Conduct Sheet** by contacting the appropriate organization below. If no conduct sheet exists you must provide a letter from your Commanding Officer.

REGULAR MEMBERS:

› **If you left on or after January 1, 1998**, get it from the Department of National Defence's Access to Information and Privacy (ATIP) section under the *Privacy Act*:

Director Access to Information and Privacy
National Defence Headquarters
Major-general George R. Pearkes Bldg.
101 Colonel By Drive
Ottawa, Ontario K1A 0K2

Telephone: 1-888-272-8207
Website: www.forces.gc.ca/en/transparency-access-info-privacy/request-forms.page

› **If you left before January 1, 1998**, get it from the Library and Archives Canada – ATIP section:

Access to Information, Privacy and Personnel Records Coordinator
Library and Archives Canada
395 Wellington Street
Ottawa, Ontario K1A 0N4

Telephone: 1-866-578-7777
Website: www.bac-lac.gc.ca/eng/transparency/atippr/Pages/Online-requests-forms.aspx

RESERVE MEMBERS:

› **If you left on or after March 1, 2008**, get it from the Department of National Defence's Access to Information and Privacy (ATIP) section under the *Privacy Act*:

Director Access to Information and Privacy
National Defence Headquarters
Major-general George R. Pearkes Bldg.
101 Colonel By Drive
Ottawa, Ontario K1A 0K2

Telephone: 1-888-272-8207
Website: www.forces.gc.ca/en/transparency-access-info-privacy/request-forms.page

› **If you left before March 1, 2008**, get it from the Library and Archives Canada – ATIP section:

Access to Information, Privacy and Personnel Records Coordinator
Library and Archives Canada
395 Wellington Street
Ottawa, Ontario K1A 0N4

Telephone: 1-866-578-7777
Website: www.bac-lac.gc.ca/eng/transparency/atippr/Pages/Online-requests-forms.aspx

IMPORTANT!

› Include all correspondence from your Commanding Officer, National Defence or Library and Archives Canada with your application.

› For **current members,** your Military Conduct Sheet should be certified, signed and dated by your Commanding Officer, and is **only valid for 12 months** from the date of issue.

› Make sure that your request for your Military Conduct sheet includes the following information:

- ✓ Shows that the reason for the request is for a Record Suspension Application;
- ✓ Your first and last name. (If it has since changed, it must state your name at the time);
- ✓ Your date of birth;
- ✓ Your military Identification Number or Service Number;
- ✓ Your signature;
- ✓ Enlistment and discharge dates.

STEP 4 Get your Local Police Records Check(s)

→ You must get a **Local Police Records Check for:**

- The city or town where you live now (your current address) **AND**
- For each city or town where you have lived during the last 5 years (if you lived in that city or town for **3 months or more**).

IMPORTANT: Each Local Police Records Check is **only valid for 12 months** from the date it was issued.

Here is how to get a Local Police Records Check

Fill in ALL questions on page 1 of the **Local Police Records Check Form** included at the back of this Guide. Photocopy it for each local Police Service that you need to contact.

Contact the local Police Service for the address where you live right now. In the past 5 years, if you have lived at addresses that are different from where you live right now, you must contact each local Police Service for each address where you lived. If you are not sure which Police Service to contact, ask the one where you live now.

If you lived outside of Canada you still need to contact the local Police Service where you lived outside of Canada. If the Police Service outside Canada will not give you a Local Police Records Check, a signed letter from the Police Service stating that you have been of good conduct will be accepted. If it is in a foreign language, you must have it translated into English or French and submit both the original and the translated version with your application form.

Show each local Police Service your Criminal Record and ask them to fill in the section on the Local Police Records Check Form called "For Police Use Only" on page 2 of the form.

You will need to show 1 current piece of photograph identification and 1 other piece of identification (contact the Local Police Service in advance to find out what types of identification they will accept).

IMPORTANT!

Make sure each Police Service includes the following information on each **Local Police Records Check Form** or the Parole Board of Canada will return it to you:

- All information required in the **'For Police Use Only'** section that is on page 2 of the form
- Signature and date by the local Police Service
- Local Police Service official seal or stamp

STEP 5 Get your Proof of Citizenship or Immigration Documents

→ **If YOU** were born **IN** Canada **OR** are NOT currently living in Canada, you do not need to get Proof of Citizenship or immigration documents. **Go to Step 6** below.

If you were born **outside of Canada** AND **you are currently living in Canada,**

then you must include a photocopy of your official and valid immigration documents with your Record Suspension Application.

If you are in Canada **with no immigration status,**

then you must confirm this by providing a photocopy of an official document with your Record Suspension Application.

IMPORTANT!

DO NOT send original immigration documents, only SEND photocopies of immigration documents.

Expired documents are not accepted.

If your documents expire while the Parole Board of Canada (PBC) is processing your Record Suspension Application, you must provide an updated, valid photocopy, or your Record Suspension Application will be delayed.

STEP 6 Get a Copy of your Document to Support your Identity

To apply for a record suspension, you must submit with your application form, a clear photocopy of a document which supports your identity. This government issued (Federal, Provincial or Municipal) document must have your name, date of birth and signature.

STEP 7

Complete the Schedule 1 Exception Form

Under Section 4(2) of the *Criminal Records Act* (CRA), a person **is ineligible** to apply for a record suspension if he or she has been **convicted of an offence referred to in *Schedule 1* (sexual offence involving a child)** with certain exceptions. Refer to **www.laws-lois.justice.gc.ca**.

→ If you have **NOT** been convicted of a **Schedule 1 offence** under the CRA, you **DO NOT** need to complete the Exception Form. **Skip to Step 8.**

→ If you **HAVE been convicted** of a **Schedule 1 offence**, you **MUST** complete the **Exception Form** if you are applying for a record suspension. Under Section 4(3) of the CRA, a person who has been convicted of an offence referred to in *Schedule 1* may apply for a record suspension **IF** the Board is **satisfied** that:

- The person was not in a position of trust or authority towards the victim of the offence and the victim was not in a relationship of dependency with him or her;
- The person did not use, threaten to use or attempt to use violence, intimidation or coercion in relation to the victim; and,
- The person was less than five years older than the victim.

Fill in **ALL sections** of the **Exception Form** included at the back of this Guide. If you do not fill in all sections, the PBC will return your application to you. If you don't have enough room to include all the requested information, attach additional pages to the form.

NEED ASSISTANCE?

Contact the Parole Board of Canada at:

1-800-874-2652 (toll free)
suspension@pbc-clcc.gc.ca
Canada.ca/record-suspensions

STEP 8 Fill in the Record Suspension Application Form

→ **TO APPLY** you must use the Record Suspension Application Form at the back of this Guide.

IMPORTANT: The Record Suspension Application Form is **only valid for 12 months** from the date you sign it.

Fill in ALL questions in the Record Suspension Application Form.

If you do not fill in all of the questions on both page 1 and 2 of the form, the Parole Board of Canada will return the application and all documents back to you. Print in BLOCK letters using blue or black ink only.

If you don't have enough room to include all the requested information, please attach additional pages to the form with the information on it.

Make sure to include the $631.00 (CDN [Canadian dollars]) Record Suspension Application Processing Fee in a certified cheque, money order or bank draft payable to the Receiver General for Canada, or through the completed credit card payment form. The Parole Board of Canada will not accept a personal cheque. Do not send cash.

IMPORTANT!

Before you mail your application make sure that you have:

- Filled in all questions on both sides of the form
- Answered all questions truthfully and completely
- Signed and dated the form. As the applicant, the form must be signed by you
- Included the $631.00 (CDN) application fee (Payable to the Receiver General for Canada)
- Photocopied all of your application documents for your own records and future reference.

If you change your address...

IMPORTANT: The Parole Board of Canada must be able to contact you directly. If you are unable to be contacted and/or the information or documents you provide are not verifiable, your application may not be processed. If your mailing address changes after you submit your application, you must send the Parole Board of Canada a letter with your new mailing address. Make sure the letter includes:

- Your name
- Your new mailing address
- Your Record Suspension Application Personal Reference Number
- Your signature. As the Applicant, the letter must be signed by you.

Send the letter to: Parole Board of Canada, Clemency and Record Suspension Division
410 Laurier Avenue West, 5th Floor
Ottawa, Ontario K1A OR1

Even after you receive a record suspension, you must advise the PBC of any change of address.

STEP 9 Complete the Measurable Benefit/ Sustained Rehabilitation Form

As per section 4.1 of the *Criminal Records Act* (CRA), you must clearly describe how receiving a Record Suspension would provide you with a measurable benefit AND sustain your rehabilitation into society as a law abiding citizen. Fill in ALL sections of the **Measurable Benefit/Sustained Rehabilitation Form** included at the back of this Guide. If you do not fill in all sections, the PBC will return your application to you. If you don't have enough room to include all the requested information, attach additional pages to the form.

STEP 10 Complete this Checklist before you mail your Record Suspension Application!

Keep a photocopy for yourself of all documents you submit to the Parole Board of Canada.

RECORD SUSPENSION APPLICATION CHECKLIST:

Have you included these documents in your application?

1. Original **Criminal Record** or **Certification of No Criminal Record** AND **Proof of Conviction** documents, as required (explained in Step 1)	☐
2. Original **Court Information Form** (explained in Step 2)	☐
3. Original **Military Conduct Sheet,** as required (explained in Step 3)	☐
4. Original **Local Police Records Check(s)** (explained in Step 4)	☐
5. Photocopy of **Proof of Citizenship** or **Immigration Documents,** as required (explained in Step 5)	☐
6. Photocopy of your **identification document** (explained in Step 6)	☐
7. Original **Schedule 1 Exception Form**, as required (explained in Step 7)	☐
8. Original **Record Suspension Application Form** (explained in Step 8)	☐
9. **Measurable Benefit/Sustained Rehabilitation Form** (explained in Step 9)	☐
10. **$631.00 (CDN) Application Processing Fee** (explained in Step 8)	☐

→ **Mail your Application Form,** $631.00 (CDN) Application Fee (credit card payment or certified cheque, bank draft or money order, payable to the Receiver General for Canada), and all official documents (originals only) to the PBC at this address:

Parole Board of Canada
Clemency and Record Suspension Division
410 Laurier Avenue West, 5th Floor
Ottawa, Ontario K1A 0R1

Notes

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PROTECTED B ONCE COMPLETED

COURT INFORMATION FORM

For the purpose of a Record Suspension Application

Please print clearly using blue or black ink. You must answer all questions.

SECTION A: PERSONAL INFORMATION – You must answer all questions.

1. What is your full legal name? (You must fill in your name and date of birth at the top of page 2 as well.)

Last Name: _____ Given Name(s): _____

2. Have you ever used another name other than your legal name above (include nicknames)?

☐ **No** ☐ **Yes** If YES, please write the other names that you have used here. If you do not give all of the names that you have used in the past, your application will be returned to you.

Previous Last Name(s)	Previous Given Name(s)

3. What is your gender? ☐ MALE ☐ FEMALE **4. What is your date of birth?** Y Y Y Y M M D D

SECTION B: CONTACT INFORMATION – You must answer all questions.

5. What is your mailing address?

Apartment/House Number and Street Address _____ City/Town _____ Province _____ Postal Code _____ Country _____

6. What is your telephone number? _____

FOR COURT USE ONLY. Do not write in this section.

Name and Address of Court: Telephone number ( )

Court Name _____ Street Address _____ City/Town _____ Province _____ Postal Code _____

OFFENCE INFORMATION – FOR COURT USE ONLY. Must include all convictions that the court holds.

OFFENCE INFORMATION # 1

Offence Description	Sentence	Place of Sentence	Date of Sentence (Y Y Y Y M M D D)

Method of trial: ☐ Summary ☐ Indictable ☐ Unable to confirm Court Reference # _____

If unable to confirm Method of Trial, state reason why: _____

Have all Fines, Surcharges, Restitutions, Compensation Orders and Other Costs Been Paid in Full? ☐ No ☐ Yes

If they have been paid in full, what was the date of the **Last** Payment Y Y Y Y M M D D

If No, how much is outstanding? $ _____

☐ **Our records have been destroyed** ► Date destroyed Y Y Y Y M M D D

☐ We can however confirm **no outstanding monies** are owed ► Date of last payment if known: Y Y Y Y M M D D

Please turn this form over ►

COURT INFORMATION FORM

For the purpose of a Record Suspension Application

Please print clearly using blue or black ink. You must answer all questions.

APPLICANT INFORMATION – You must fill in this information.

Indicate the full legal name and date of birth of the applicant provided on the front of this form:

Full legal name: _____ Date of birth: Y Y Y Y M M D D

OFFENCE INFORMATION – FOR COURT USE ONLY. Do not write in this section.

OFFENCE INFORMATION # 2

Offence Description	Sentence	Place of Sentence	Date of Sentence (Y Y Y Y M M D D)

Method of trial: ☐ Summary ☐ Indictable ☐ Unable to confirm Court Reference # _____

If unable to confirm Method of Trial, state reason why: _____

Have all Fines, Surcharges, Restitutions, Compensation Orders and Other Costs Been Paid in Full? ☐ No ☐ Yes

If they have been paid in full, what was the date of the **Last** Payment Y Y Y Y M M D D

If No, how much is outstanding? $ _____

☐ **Our records have been destroyed** ► Date destroyed Y Y Y Y M M D D

☐ We can however confirm **no outstanding monies** are owed ► Date of last payment if known: Y Y Y Y M M D D

OFFENCE INFORMATION # 3

Offence Description	Sentence	Place of Sentence	Date of Sentence (Y Y Y Y M M D D)

Method of trial: ☐ Summary ☐ Indictable ☐ Unable to confirm Court Reference # _____

If unable to confirm Method of Trial, state reason why: _____

Have all Fines, Surcharges, Restitutions, Compensation Orders and Other Costs Been Paid in Full? ☐ No ☐ Yes

If they have been paid in full, what was the date of the **Last** Payment Y Y Y Y M M D D

If No, how much is outstanding? $ _____

☐ **Our records have been destroyed** ► Date destroyed Y Y Y Y M M D D

☐ We can however confirm **no outstanding monies** are owed ► Date of last payment if known: Y Y Y Y M M D D

OFFENCE INFORMATION # 4

Offence Description	Sentence	Place of Sentence	Date of Sentence (Y Y Y Y M M D D)

Method of trial: ☐ Summary ☐ Indictable ☐ Unable to confirm Court Reference # _____

If unable to confirm Method of Trial, state reason why: _____

Have all Fines, Surcharges, Restitutions, Compensation Orders and Other Costs Been Paid in Full? ☐ No ☐ Yes

If they have been paid in full, what was the date of the **Last** Payment Y Y Y Y M M D D

If No, how much is outstanding? $ _____

☐ **Our records have been destroyed** ► Date destroyed Y Y Y Y M M D D

☐ We can however confirm **no outstanding monies** are owed ► Date of last payment if known: Y Y Y Y M M D D

COURT AUTHORIZATION – Please sign, date, and stamp this form.

Name of Authorized Officer of the Court: _____

► Signature: _____ Date: Y Y Y Y M M D D

Please put Court seal or stamp here.

Parole Board of Canada | Commission des libérations conditionnelles du Canada

PROTECTED **B** ONCE COMPLETED

LOCAL POLICE RECORDS CHECK FORM

For the purpose of a Record Suspension Application
Please print clearly using blue or black ink. You must answer all questions.

SECTION A: PERSONAL INFORMATION – You must answer all questions.

1. What is your full legal name? (You must fill in your name and date of birth at the top of page 2 as well.)

Last Name: _____ Given Name(s): _____

2. Have you ever used another name other than your legal name above (include Nicknames)?

☐ No ☐ Yes If YES, please write the other names below or your application will be returned to you.

Previous Last Name(s)	Previous Given Name(s)

3. What is your gender? ☐ MALE ☐ FEMALE

4. What is your date of birth? Y Y Y Y M M D D

5. Do you have a Driver's Licence? ☐ No ☐ Yes If YES, what is your Driver's Licence number? _____ Province: _____

SECTION B: MAILING AND RESIDENCE INFORMATION – You must answer all questions.

6. What is your mailing address?

_____ Apartment/House Number and Street Address
_____ City/Town
_____ Province
_____ Postal Code
_____ Country

7. What is your telephone number? _____

8. What addresses have you lived at in the last 5 years? Include your current address. **P.O. Boxes will not be accepted.**

Apartment/House Number and Street Address	City/Town	Province	Country	From Y Y Y Y M M	To Y Y Y Y M M
					Present

SECTION C: APPLICANT AUTHORIZATION – You must sign and date here.

9. You must write in the name of the Police Service, and then <u>you</u> must sign and date this form.

I hereby authorize (write in name of Police Service here) _____ to release to the Parole Board of Canada information that the Police is allowed to divulge.

Sign here: ► _____ (Applicant's Signature) Date: Y Y Y Y M M D D

10. Ask the Police Service to fill in the <u>back</u> of this form. Include this form in your application with the front side filled in **by <u>you</u>** and back side filled in by the **Police Service.**

Please turn this form over. ►

LOCAL POLICE RECORDS CHECK FORM

For the purpose of a Record Suspension Application

Please print clearly using blue or black ink. You must answer all questions.

APPLICANT INFORMATION – You must fill in this information.

Indicate the full legal name and date of birth of the applicant provided on the front of this form:

Full legal name: _____ Date of birth: Y Y Y Y M M D D

SECTION D: FOR POLICE USE ONLY. Do not write in this section.

Are there convictions in addition to those appearing on CPIC? ☐ No ☐ Yes

Conviction(s) in addition to those appearing on CPIC

Offence Description	Sentence	Place of Sentence	Arresting Police Service	Date of Sentence Y Y Y Y M M D D

List all Information related to Incidents involving Police and All Charges Regardless of Disposition Including Provincial Convictions/Charges.

Nature of Occurrence	Outcome	File Number	Date of Occurrence Y Y Y Y M M D D

Police Representative Information:

Police Service Name: _____

Police Representative Name: _____ Telephone Number: ( ) _____

► _____ Date: Y Y Y Y M M D D

Signature

Internal Use Only					

Please put Police Service seal or Stamp here.

SCHEDULE 1 – EXCEPTION FORM

For the purpose of a Record Suspension Application
Please print clearly using blue or black ink. You must answer all questions.

SECTION A: PERSONAL INFORMATION – You must answer all questions.

What is your full legal name? (You must also fill in your name and date of birth at the top of page 2 and any additional pages that you attach to this form.)

Last Name: _____ Given Name: _____

What is your date of birth? | Y | Y | Y | Y | M | M | D | D | Signature: _____

SECTION B: EXCEPTIONS – You must answer all questions.

A person who has been convicted of an offence referred to in *Schedule 1 of the* ***Criminal Records Act*** **(CRA) (www.laws-lois.justice.gc.ca)** may apply for a record suspension if the Board is satisfied that they meet the exception conditions as per section 4(3) of the **CRA**. The applicant has the responsibility of satisfying the Board that the conditions referred to in subsection (3) of the CRA **(indicated below)** are met. Please explain how you meet **each** condition.

1. **The person was not in a position of trust or authority towards the victim of the offence and the victim was not in a relationship of dependency with him or her.**

Please turn this form over ▶

SCHEDULE 1 – EXCEPTION FORM

For the purpose of a Record Suspension Application
Please print clearly using blue or black ink. You must answer all questions.

APPLICANT INFORMATION – You must fill this information.

Indicate the full legal name and the date of birth of the applicant provided on the front of this form.

Full legal name: _____ What is your date of birth?

Y	Y	Y	Y	M	M	D	D

SECTION B: (CONTINUED) – You must answer all questions.

2. **The person did not use, threaten to use or attempt to use violence, intimidation or coercion in relation to the victim.**

3. **The person was less than five years older than the victim. A proof (court document, police report and/or an affidavit) of the age of the applicant and the victim at the time of the event must be included.**

Parole Board of Canada | Commission des libérations conditionnelles du Canada

PROTECTED **B** ONCE COMPLETED

RECORD SUSPENSION APPLICATION FORM

Please print clearly using blue or black ink. You must answer all questions.

SECTION A: PERSONAL INFORMATION – You must answer all questions.

1. What is your full legal name? (You must fill in your name and date of birth at the top of page 2 as well.)

Last Name: _____ Given Name(s): _____

2. Have you ever used another name other than your legal name above (include nicknames)?

☐ **No** ☐ **Yes** If YES, please write the other names below or your application will be returned to you.

Previous Last Name(s)	Previous Given Name(s)

3. What is your gender? ☐ MALE ☐ FEMALE **4. What is your date of birth?** Y Y Y Y M M D D

5. Were you born in Canada? ☐ No ☐ Yes If NO, see STEP 5 of the Record Suspension application Guide.

6. Do you have a Driver's Licence? ☐ No ☐ Yes If YES, what is your Driver's Licence number? _____ Province: _____

7. Are you employed? ☐ No ☐ Yes If YES, who is your employer? If you are self employed please indicate the name and/or number of your company.

Employer Name: _____ Company name and/or number: _____

SECTION B: CORRESPONDENCE AND RESIDENCE INFORMATION – You must answer all questions.

8. What is your mailing address? (Please specify if this is the address of a representative)
"All information about a decision will be sent to this address, except, in cases where the Board must contact you directly (e.g. a proposal to refuse)"

Apartment/House Number and Street Address _____ City/Town _____ Province _____ Postal Code _____ Country _____

9. Do you want information in English or French? (This will include all official letters and the Record Suspension document). ☐ English ☐ French

10. What addresses have you lived at in the last 10 years? Include your current address. **P.O. Boxes will not be accepted.**

Apartment/House Number and Street Address	City/Town	Province	Country	Postal Code	From Y Y Y Y M M	To Y Y Y Y M M
						Present

Please turn this form over. ▶

Canada

RECORD SUSPENSION APPLICATION FORM

Please print clearly using blue or black ink. You must answer all questions.

APPLICANT INFORMATION – You must fill in this information.

Indicate the full legal name and date of birth of the applicant provided on the front of this form:

Full legal name: _____ Date of birth: Y Y Y Y M M D D

CONTACT INFORMATION – You must answer all questions. The Parole Board will need to contact you directly.

11. Telephone Number: _____ Can we leave a voicemail message? ☐ Yes ☐ No

If you do not have a telephone, provide a mailing address: _____

12. Can we contact someone else about your application? ☐ No ☐ Yes ► If YES, give us their name and telephone number:

Name: _____ Telephone Number: _____

13. Have you ever been a member of the Canadian Forces? (If YES, see Step 3 of the Record Suspension Application guide and fill in the information below)

☐ NO ☐ YES – Former ☐ YES – Current ☐ YES – Former or current reserve member

Military Service ID Number _____

Date of Enrolment: Y Y Y Y M M D D

Date of discharge: Y Y Y Y M M D D

Provide the complete mailing address of your unit (your commanding officer may be contacted)

Unit Name	Sub-Unit Name	Street Address or P.O. Box Number	City/Town	Province	Postal Code

CONVICTION INFORMATION – You must answer all questions.

14. Do you have any other convictions that do not appear on your Criminal Record, including convictions in another country? ☐ No ☐ Yes If YES, provide details below:

Offence	Arresting Police	Sentence	Date (YYYY-MM-DD)	Court (Street/City/Province)

APPLICANT AUTHORIZATION

15. The information you provide in this application is collected under the authority of the *Criminal Records Act* for the purpose of processing your request for a record suspension. You have the right to the correction of, access to and protection of, your personal information under the *Privacy Act*. Personal information collected during the investigation of your application will be stored in Personal Information Bank Number PBC PPU 010 and can be accessed and assessed for accuracy by sending a written request to the Access to Information and Privacy Coordinator, Parole Board of Canada, 410 Laurier Avenue West, Ottawa, ON K1A 0R1. Exempt personal information obtained from external partners in the course of processing this application cannot be provided upon request.

You must sign and date this form to confirm the following: I understand that the information may be used in a record suspension decision, to conduct inquiries, and may be used in summary form for reporting, quality control, performance measurement, evaluation, research purposes and to establish an inventory of record suspensions. I grant permission for the disclosure of relevant personal information about me with justice system participants as defined in the *Criminal Code*, as may be deemed necessary for the purpose of the investigation related to this application and for the purpose of any record suspension decision.

I certify that the statements made by me in this application are true and complete. (Failure to sign this authorization will result in your application being returned to you as incomplete.)

Sign here: ► _____ Date: Y Y Y Y M M D D

(Applicant's Signature)

MEASURABLE BENEFIT/SUSTAINED REHABILITATION FORM

For the purpose of a Record Suspension Application
Please print clearly using blue or black ink. You must answer all questions. Attach additional pages if required.

SECTION A: PERSONAL INFORMATION – You must answer all questions.

What is your full legal name? (You must fill in your name and date of birth at the top of page 2 and any additional pages that you attach to this form).

Last Name: _____ Given Name(s): _____

What is your date of birth? | Y | Y | Y | Y | M | M | D | D | ▶ Signature: _____

SECTION B: You must answer all questions.

1. **Clearly indicate how a record suspension would provide you with a measurable benefit and how it would sustain your rehabilitation into society as a law abiding citizen.**

2. **Describe all positive changes you have already made to improve your situation since your conviction. You may include supporting documents.**

Please turn this form over. ▶

MEASURABLE BENEFIT/SUSTAINED REHABILITATION FORM

For the purpose of a Record Suspension Application
Please print clearly using blue or black ink. You must answer all questions. Attach additional pages if required.

APPLICANT INFORMATION – You must fill in this information

Indicate the full legal name and the date of birth of the applicant provided on the front of this form

Full legal name: _____ What is your date of birth?

Y	Y	Y	Y	M	M	D	D

SECTION B: (CONTINUED) – You must answer all questions.

3. **Information on the offence(s). Describe the circumstances and how/why EACH of the offences was committed.** (Who, What, When, Where and How)

4. **For all sexual offences, include the age of the victim. Provide official documentation if available.**

Parole Board of Canada | Commission des libérations conditionnelles du Canada

PROTECTED **B** ONCE COMPLETED

RECORD SUSPENSION APPLICATION USER FEE- CREDIT CARD PAYMENT FORM

Do not fax or e-mail this form. Attach this form to your completed record suspension application and mail to the Parole Board of Canada (PBC) at the address listed in the Official PBC Record Suspension Application Guide

PBC USE ONLY – Do not complete this section

Date of transaction: _____ / _____ / _____ (year / month / day)

Authorization Code: _____

Processed by: _____

Reference number: _____

Complete the section below to submit your payment by credit card. Please print clearly.

Record suspension applicant's name: _____

Name exactly as it appears on the credit card: _____

Complete billing address of cardholder:

_____ (Apartment/House Number and Street Address)

_____ (City/Town)

_____ (Province)

_____ (Postal Code)

_____ (Country)

Your signature is pre-authorizing a onetime charge of $631 on the above credit card for the processing of a record suspension application. Please not that no refund is possible once the application has been accepted.

► Signature of cardholder: _____

TYPE OF CREDIT CARD
The following information will be destroyed once the transaction is completed or if the application is not accepted.

☐ VISA ☐ Mastercard ☐ Amex

Credit card number : _____ Expiry date: _____ / _____ (year / month)

PRIVACY NOTICE STATEMENT

The information you provide on this form is collected under the authority of the *Financial Administration Act* for the purpose of processing the payment of your record suspension application. You have the right to the correction of, access to and protection of, your personal information under the *Privacy Act*. Personal information collected through the processing of your payment will be stored in the Record Suspension Decisions/Clemency Recommendations Personal Information Bank PBC PPU 010 and will be shared with Public Works and Government Services Canada, Receiver General Deposits, Personal Information Bank PWGSC PCU 717. This form will be destroyed by the Parole Board of Canada one year after the transaction is completed or immediately if the application is not accepted. Information on the type of credit card, credit card number and expiry date will be destroyed immediately, once the transaction is completed. Prior to destruction, this information can be accessed and assessed for accuracy by sending a written request to the Director, Access to Information and Privacy, Parole Board of Canada, 410 Laurier Ave West, Ottawa, ON K1A 0R1. For more information visit Info Source www.infosource.gc.ca.

NEED ASSISTANCE?

Contact the Parole Board of Canada at:

1-800-874-2652 (toll free)
suspension@pbc-clcc.gc.ca
Canada.ca/record-suspensions